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Centre for Agroecology, Water and Resilience

**Postgraduate Researcher Handbook**

**Academic Year 2023-2024**

**Introduction and welcome**

The Centre for Agroecology, Water and Resilience (CAWR) is driving innovative, trans-disciplinary research on the understanding and development of resilient food and water systems internationally.

CAWR is an exciting and supportive environment to pursue graduate studies. You will benefit from access to high quality research facilities and equipment and will become a part of a leading team of trans-disciplinary researchers.

We are eager to work with committed and creative doctoral students who will become integrated into our collaborative research programmes. Doctoral students work independently and in project groups under the supervision of your Director of Studies. Each member of CAWR is on their own journey, including PhD students, but individuals also find support from the larger CAWR group as we seek to create opportunities for collaboration and mutual support.

This document is intended to complement materials provided by Coventry University for Research Students (available on the student portal) and focuses on items that are specific to PhD study at CAWR.

***Professor Moya Kneafsey****Director, Research Centre for Agroecology, Water and Resilience*

**Research overview**

Working together as individual researchers within CAWR as well as collectively, we conduct research and practice with relevance to current social, environmental, economic and political concerns. It is important that this work is communicated to the wider world. The publishing of CAWR research results are a priority if our reputation as a high quality research facility is to be maintained and further developed. Many funding agencies also require the publication of results in peer reviewed journals.

Importantly, PhD graduates with high quality publications on their Curriculum Vitae are much more competitive in the academic job market and publication. Thus, PhD students are encouraged to generate peer-reviewed publications as a part of their training and to contribute to CAWR’s research agenda.

Much of the work of CAWR is oriented towards communities, industry and other stakeholders affected by the research. As such, there are additional and important means of communicating CAWR research that can further increase the impact of our work. This may involve the following:

• Local and wider-audience media contacts (newspapers, magazines, radio, TV)

• Development and distribution of video material, interviews, and films

• Community meetings, workshops, and other events/forums.

You and your Director of Studies will collaborate on how best to broadly communicate regarding each CAWR research project. Students are also encouraged to provide service within the University on committees and other activities, as well as service within our partner communities. However, it is important to be aware of the challenges of balancing coursework, research, writing, teaching, and service with a personal life. Indeed, this remains one of the greatest trials of graduate work.

**Key staff and contacts**

CAWR is supported by a small operations team that report to Carole Fox, Operations Manager:

Michelle Nailor - Operations Support Manager - T: 024 7765 1663 E: [edu113@coventry.ac.uk](mailto:edu113@coventry.ac.uk)

Liza Marley-Operations Support Officer E: [aa0251@coventry.ac.uk](mailto:aa0251@coventry.ac.uk) T: 02477651679

Rachel Frost-Operations Support Officer E: [ad0562@coventry.ac.uk](mailto:ad0562@coventry.ac.uk) T: 02477651679

Natalie Morley – Operations Administrator E: ae1278@coventry.ac.uk

All reporting to Carole Fox- Operations Manager T: 024 7765 1609 M: 07557 425311 E: [ab4702@coventry.ac.uk](mailto:ab4702@coventry.ac.uk)

Michelle and Liza are your main points of contact at CAWR. They work closely with the Doctoral College at Coventry University to support your journey.

There is a range of pastoral support services available for research students. If you need help or advice normally your Director of Studies (DoS) or supervisory team should be your first point of contact. However, if you a have problem or an issue that you feel that you cannot raise with supervisory team and you would like to speak to an independent member of staff in confidence you can contact the Postgraduate academic contact.

Steve Coupe - Postgraduate Lead and PGR Director Provides general oversight of CAWR postgraduate program. E: [aa0698@coventry.ac.uk](mailto:aa0698@coventry.ac.uk)

Geraldine Brown – PGR Deputy Director Provides general oversight of the CAWR postgraduate programme. E: [hsx520@coventry.ac.uk](mailto:hsx520@coventry.ac.uk)

Liz Trenchard - Pastoral Support T: 024 7765 1611 M: 0755 7425279 E: [liz.trenchard@coventry.ac.uk](mailto:liz.trenchard@coventry.ac.uk)

James Bennett – Pastoral Support E: [apy073@coventry.ac.uk](mailto:apy073@coventry.ac.uk)

Your Student Reps for CAWR are:

Jhonny Bautista Quispe - [bautistaqj@uni.coventry.ac.uk](mailto:bautistaqj@uni.coventry.ac.uk)

Diana Rodriguez Cala- [rodriguezd@uni.coventry.ac.uk](mailto:rodriguezd@uni.coventry.ac.uk)

Yasaman Nazami – [nazamiy@ini.coventry.ac.uk](mailto:nazamiy@ini.coventry.ac.uk)

**Group Mailing Lists**

**CAWR - Staff**   
CAWR email contact group [staff.cawr@coventry.ac.uk](mailto:staff.cawr@coventry.ac.uk)   
CAWR staff only

**CAWR - PhD**   
CAWR email contact group [phd.cawr@coventry.ac.uk](mailto:phd.cawr@coventry.ac.uk)   
All CAWR PhD students

**CAWR - MSc**   
CAWR email contact group [msc.cawr@coventry.ac.uk](mailto:msc.cawr@coventry.ac.uk)   
All CAWR MSc students

Digital Induction pack: [https://indd.adobe.com/view/b0b9c78a-e3dd-4c5a-bd18-1bcfc489bc73](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Findd.adobe.com%2Fview%2Fb0b9c78a-e3dd-4c5a-bd18-1bcfc489bc73&data=04%7C01%7Cedu113%40coventry.ac.uk%7C2133477e4796441dba6808d9d9a6146c%7C4b18ab9a37654abeac7c0e0d398afd4f%7C0%7C0%7C637780132531954520%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6FIbvCKLT9fDGDEql7YoOKIGXhyvvVxqIXhAym5Yljg%3D&reserved=0)

**CAWR - Interns**  
CAWR email contact group [interns.cawr@live.co.uk](mailto:interns.cawr@live.co.uk)   
All CAWR Interns

**Study.CAWR -** For general student enquiries [Study.CAWR@coventry.ac.uk](mailto:Study.CAWR@coventry.ac.uk)

**CAWRoffice**   
CAWR email general administrative address and inbox [CAWRoffice@coventry.ac.uk](mailto:CAWRoffice@coventry.ac.uk)   
Use this email address to send requests to Operations Support team for room booking requests, general circulars for the team

**CAWR - Travel**   
CAWR email – requests for International Travel [travel.cawr@coventry.ac.uk](mailto:travel.cawr@coventry.ac.uk)   
Use this email address to send your International Travel Requests through for the Ops Team to book and confirm

**Buildings and facilities**

The Centre is based at Ryton Organic Gardens, Ryton-on-Dunsmore, about 5 miles from Coventry

**CAWR at Ryton – Garden Organic**

We are located at Ryton Gardens.

**The offices comprise of 2 wings which include:**

• Reception, Operations Staff and some hot desks

• Some individual offices

• A hot desk office (4 desks)

• A Skype meeting room (8-10 people)

• A small meeting room (3-4 people)

• A general meeting rooms (20-30 people)

• Quiet Room

• Editing Suite

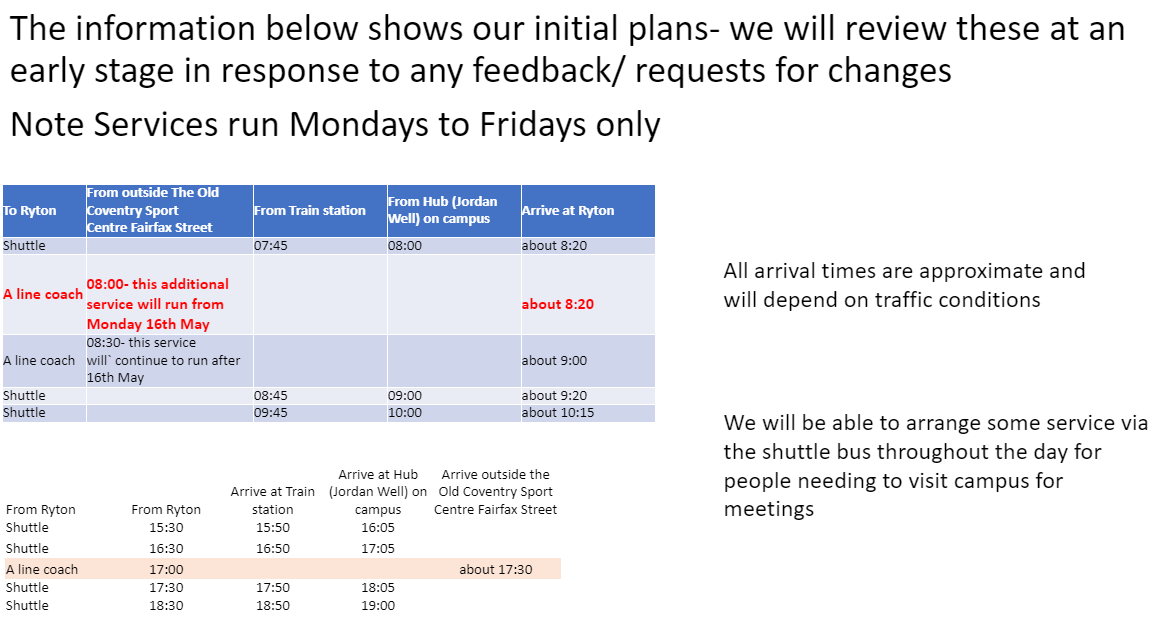
• Kitchen/breakout area (with fridge, microwave, toaster, sink, hot water boiler) with some seating and tables

• Several laboratories detailed in next section

**\*\*Transport to and from Coventry**

For those who do not have their own transport, CAWR will be providing a shuttle bus service daily between Coventry Train Station and Ryton Organic Gardens.

The journey times will be as follows:



The company providing the transport is A-Line Coaches. Keep an eye out for a white or blue bus. The driver will be waiting outside the main entrance of the train station.

A-Line have their own safety requirements for those travelling on their buses:

A-Line will provide a vehicle that will allow for social distancing during the journey. The vehicles are also sanitised each night.

**\*\*Hot Desk Bookings**

We have a suite of hot desks available for PhD students to use at Ryton. There is also a quiet working room with 4 desks. These are booked via Sharepoint. Please enquire if you do wish to book due to Covid-19.

**\*\*Ryton Labs**

Currently we have the following laboratories at Ryton:

• Pollution Dynamics Laboratory

• Sample Preparation Laboratory

• Environmental Monitoring and Field Simulation Laboratory

• Microbiology Laboratory

• Numerical Computational Suite

• Soils and Sediments Laboratory

• Field Laboratory

When at Ryton it is advisable to bring your own lunch. There are facilities on site. Further afield you can travel to the nearby village of Wolston where there are restaurants and a supermarket (Co-op). **CAWR on Campus**

CAWR students have access to the facilities on campus by booking a desk at the library [Click here](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coventry.ac.uk%2Fstudy-at-coventry%2Fstudent-support%2Facademic-support%2Flanchester-library%2F&data=04%7C01%7Caa9853%40coventry.ac.uk%7C476cce5c99464803ac9d08d88fc950f8%7C4b18ab9a37654abeac7c0e0d398afd4f%7C0%7C0%7C637417442100109335%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=WY7ZIZyKtAra5m1gF7JXTNzdrQD2vYZf62Vm7CElNw0%3D&reserved=0)

**Library Services**

Your library contact is Holly Singleton [ac0289@coventry.ac.uk](mailto:ac0289@coventry.ac.uk)

Library link [https://libguides.coventry.ac.uk/Geoenv](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.coventry.ac.uk%2FGeoenv&data=05%7C01%7Caa0251%40coventry.ac.uk%7C6d7aaf85067d47e9e61608da91822cef%7C4b18ab9a37654abeac7c0e0d398afd4f%7C0%7C0%7C637982285523267803%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SOkkAloA0FkC6%2FByvj8z9jbEYg3jnj0uUrTV2fU0f0U%3D&reserved=0)

**Printing**

The University operates a ‘Follow Me Managed Print Service’ this means that documents sent for printing can be collected at any printer throughout the University. You will need to use your Staff ID Card to login into the printers to print, email/pdf, and photocopy. You can check your print jobs via an icon on your desktop “FollowMe”.

Some useful information regarding printing (in general) and for a big volume request, please see below the options you have at the University, to avoid high costs and time for all:

• Colour printing is 20p per side – four times as expensive as basic black & white. Could you print some items in black and white rather than colour?

• Printing duplex (both sides) with black & white, costs 5p a side, as opposed to 6p a side. More importantly, it reduces the amount of paper the University uses which gives considerable green benefits.

• If you’re photocopying so that you have a record of a document, did you know that the printers can scan the document and email it to you? – giving you a permanent copy without incurring a cost.

• Could the systems you work with be changed to avoid the need for printing? For example, instead of printing many copies of notes, could they be emailed, or made available by the Web? IT Services would like to help if you have any suggestions in your area.

For any teaching materials and larger packs you can visit the ‘Copy Shop’ on campus (based in the Library) – This is the University’s online print supplier.

You can follow the instructions here.

**Room Bookings**

If you need to book a room for a meeting, there are four CAWR meeting rooms available:

Ryton 1 and 2

Meeting room – for up to 30 people (plasma screen/computer)

Ryton 3

Meeting room – for up to 12 people (plasma screen/computer)

Ryton 4

Meeting room – for up to 4 people

Quiet Room Ryton

Note

Ryton 1 and Ryton 2 can be opened into one room to provide a meeting room for up to 30 people

Once you have decided, please email study.cawr@coventry.ac.uk with the full details and one of the team will make the booking for you. Please let us know if you need to cancel.

**Post**

CAWR Campus

The University has one postal address and all external mail is delivered into the University Estates Department where the University postal service sorts the mail and redirects it to Ryton.

FRANKING Machine – Garden Organic

All post at Ryton is currently franked by the operations team.

**Car Parking at Ryton**  
There is free car parking allocated to Coventry University on the Ryton site outside the CAWR offices.

**Stationery**  
Basic desk items such as staplers, scissors, pens etc. are on desk spaces or available from stores. Both sites have a stationery store where you can obtain post it notes, pens, and folders but do ask the Operations Support team if you have any specific needs and we will order it for you.

**IT Support**

How to contact IT Support (ITS) regarding problems with computers, laptops, printers.

• Use the LogMyCall icon on your CU desktop and follow the online instructions

• Telephone ITS Helpdesk on ext. 657777

Directions for ITS on campus ITS Service Desk Lanchester Library, next to William Morris Building - Ground Floor (By the main entrance)

**Useful links:**

[Access to CAWR website](https://www.coventry.ac.uk/research/areas-of-research/agroecology-water-resilience/)

**Telephones – landline numbers:**

If you need to use a landline please come and see a member of the Operations Team. They will provide you with an instruction card for the loan of a phone number for the day.

**Opening Hours**

Weekdays: 06:00 to 22:00 Hours

Weekends: 07:00 to 19:00 Hours

Owing to our remote location we operate a non-lone working policy for all staff and students. Students wishing to work out of office hours and at weekends must have prior permission and a supervisor present. The university main campus offers many alternative options.

By the time you arrive, we will have arranged for you to have access to the main office doors within Ryton. You have to update your ID card at regular intervals, and we will show you where this is done during your induction.

**The Five Acre Community Farm**

The Five Acre Community Farm is a Community Supported Agriculture (CSA) scheme providing direct link between growers and consumers.

For a £2.00 monthly membership, and as little as £7 - £12 per week for small or large shares, members get a portion of the harvest twice a week for 50 weeks a year.

The farm receives 100% of the price paid for the food and consumers get cheaper produce and are involved in the process of producing food. Members can also help with work on the farm and are involved in decision making.

Anyone is welcome to join as a member of the farm either to support us as a social member (£2/month) or as a veg share member. Veg share members get a share of the harvest every week for a set price.

We harvest 50 weeks a year (2 weeks off over Christmas and New Year), all the veg is seasonal and grown on site. We have use of some of the polytunnels so we are able to extend both ends of the sessions and we grow as wide a variety of veg as possible. This does mean the size and variety of the share varies from week to week.

If you would like to consider getting veg from us weekly shares are £7 or £12 a week plus the £2 a month membership.

We do a four week trial share which is £30 or £50 for 4 weeks including a month’s membership, I have attached a form for trial memberships (email back to [info@fiveacrefarm.org.uk](mailto:info@fiveacrefarm.org.uk)) and anyone joining now will get veg right up to Christmas.

Collection times are Tuesday afternoon and Saturday morning but we can do a Friday afternoon pick up for anyone working on site if that is more suitable.

Anyone wishing to join our email newsletter to find out about what is happening on the farm as well as any social events we run please send me your email address to [info@fiveacrefarm.org.uk](mailto:info@fiveacrefarm.org.uk), Esther Reeves, FACF membership officer.

**Claiming student allowance and entitlements**

Student identifies need to access funds.

Michelle/Liza makes the purchase and advises the student regarding collection.

Liza arranges reimbursement to the student.

Student makes the purchase and emails scanned receipts along with approval email trail to Liza.

Student emails copy of approval email trail to Michelle Nailor along with full details of item to be purchased.

or

Director of Studies approval given.

Student emails their Director of Studies to request approval of proposed spend.

**What is the Research Support Allowance?**

The Research Support Allowance (RSA) is designed to offer additional financial support to Postgraduate Researchers to fund their development as a researcher or to disseminate their research.

This funding is offered by Research Centres to support PGRs with additional costs, which may be incurred while studying their degree.

All PGRs enrolled on a Coventry University doctoral degree or Masters by Research can claim a minimum £875 for certain research related activities or equipment. The Research Support Allowance is available to all PGRs but will be pro-rata for those on shorter courses such as Master’s by Research or PhD by Publication (short route).

PGRs will need to discuss how they plan to use their Research Support Allowance with their Director of Studies (DoS). The DoS will need to give authorisation for the RSA to be issued based on what a PGR has advised they will use it for.

**What can I use the Research Allowance for?**

PGRS can use the Research Support Allowance for the following: Research related travel and accommodation costs, conference tickets, specialist workshops and the purchase of resources essential to their research such as software, books or technical hardware, transcription services or vouchers for Research Participants. This list is not exhaustive.

**What can’t I use the Research Allowance for?**

The Research Support Allowance **cannot** be used for purchasing laptops, mobile phones, tablets or any other items which PGRs would reasonably be expected to either provide themselves, or access through other means such as the laptop loan scheme. The Research Support Allowance will not be issued to cover tuition fees or any additional consumable allocations, which may have been agreed between the PGR, Centre Director and any third party funder.

**When can I spend it?**

The Research Support Allowance is a fixed sum of funding available to access across a PGRs time enrolled on their Research Degree. The fund is designed for PGRs to use as and when and can be accessed multiple times until the full allowance is spent from the first point of enrolment up until PGRs submit their thesis for the first time.

It is important for PGRs to keep in mind that once the fixed amount of funding has been used there will be no scope for additional money from the Research Support Allowance.

The Research Support Allowance is available to use at any point in the academic year and at any time during a PGR’s research degree from the first point of enrolment up until PGRs submit their thesis for the first time.

**How do I claim my Research Support Allowance?**

To discuss claiming an RSA payment PGRs must first get in contact with their Director of Studies for approval of spend. They must then contact their research centre operations team who can guide them through the process of claiming funds.

**Activities and opportunities**

**CAWR Research Seminar Series** Students are encouraged to attend and participate in CAWR’s seminar series. These include talks given by practitioners and experts from outside CAWR and are open to the wider university community and to the general public. The seminar series also includes presentations from CAWR researchers on works-in-progress. Students are invited to present in these internal seminars when appropriate and at least once during their course of studies.

**PhD Student Support Working Group**

Within CAWR there is a PhD Student Support Working Group who meet on a bi-monthly basis to discuss PhD matters. The group consist of the DTC Director, Pastoral Support, Postgraduate Support Staff, Academics and Student Reps. The group works together to ensure a positive student experience during the course of the PhD.

**PhD Student Group**

Students are supported to self-organise and to shape the PhD student experience and support systems provided by CAWR. CAWR students have joined students from our sister centre, the Centre for Trust, Peace and Social Relations (CTPSR) to organise student only seminars to develop presentation skills through peer support.

CAWR students meet on a bi-monthly basis for a PhD Day. This gives students an opportunity to get together and discuss PhD matters, have peer to peer mentoring and focused writing time using Shut Up and Write and the Pomodoro Technique. These days are just for students giving them the opportunity to come together and discuss their research.

**CAWR Training and Capacity Building**

From time to time, capacity building and training seminars may be organised that are open and/or oriented towards PhD students. These sessions will be specific to CAWR and complementary to the training and capacity building support offered through Coventry University. These may include sessions on academic writing, grant writing, methodologies, knowledge exchange, etc. Please feel free to propose training and seminar session ideas to your Director of Studies or to study.cawr@coventry.ac.uk

**Recommended Reading List**

Phillips, Estelle M. and Pugh, D.S. (2015) How to Get a Ph.D 5th ed. Berkshire: Open University Press.

Trafford, Vernon and Leshem, S. (2008) Stepping Stones to Achieving your Doctorate. Berkshire: Open University Press.

Centre for Agroecology, Water and Resilience   
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[www.coventry.ac.uk/research](http://www.coventry.ac.uk/research)

Facebook: /CovUniCAWR

Twitter: @coventrycawr